

REQUEST TO SET/ACKNOWLEDGEMENT/ORDER
OAH-22 (REV. 12/03)

OFFICE OF ADMINISTRATIVE HEARINGS
560 J STREET, SUITE 300
SACRAMENTO, CA 95814
(916) 445-4926/323-0619
SACRAMENTO FAX: (916)323-6439
OAKLAND FAX: (510)873-6317
LOS ANGELES FAX:(213)897-4548
SAN DIEGO FAX: (619)525-4419

TO: OFFICE OF ADMINISTRATIVE HEARINGS

DATE:

FROM: [Signature]

[Signature]

[Signature]

[Signature]

TEACHER LAY-OFF REQUEST TO SET

DISTRICT				
SUPERINTENDENT NAME, ADDRESS, TELEPHONE AND FAX NUMBERS:			DISTRICT RESOLUTION NO.	OAH NO.
NUMBER OF RESPONDENTS NOTICED FOR LAY-OFF:				
INCLUSIVE DATES OF SPRING BREAK:			HAS RESPONDENTS' REPRESENTATIVE AGREED TO AVAILABLE DATES? __YES __NO	
			HAS RESPONDENTS' REPRESENTATIVE RECEIVED A COPY OF THIS REQUEST TO SET? __YES __NO	
ESTIMATED PERIOD FOR HEARING		PLACE OF HEARING	DATES UNACCEPTABLE	
DAYS/HOURS	START TIME		FOR DISTRICT FOR RESPONDENT(S)	
NAMES, ADDRESS, AND TELEPHONE AND FAX NUMBERS OF ATTORNEYS FOR ALL PARTIES				
DISTRICT			RESPONDENT(S)	
CLERK'S ACKNOWLEDGEMENT OF REQUEST TO SET				
DATE SET			*PLACE OF HEARING	STARTING TIME
ORDER				
SERVE NOTICES OF TIME, DATE AND PLACE OF HEARING WITHIN FIVE DAYS TO RESPONDENT(S). FILE A PROOF OF SERVICE AT THE OFFICE OF ADMINISTRATIVE HEARINGS USING THE OAH CASE NUMBER.				
ADDITIONAL COMMENTS AND/OR INSTRUCTIONS				
PRESIDING ADMINISTRATIVE LAW JUDGE				DATE